

Date

Contractor's Name
Contractor's Street Address
City, State, & Zip

Re: Contract N62470- -C- , Contract Title

Gentlemen:

We are concerned about the apparent lack of progress of this contract. The contract award date was and presently per cent of the contract time has lapsed. You have completed only per cent of the work. Our opinion is that you cannot complete the work required within the contract time unless you take immediate action.

If circumstances beyond your control are preventing the timely execution of the contract work, please provide the necessary documentation to justify your position. This documentation must show that all reasonable efforts have been made by you to mitigate the delay and that the cause for the delay occurred without fault or negligence on your part. Examples of excusable delays are contained in FAR clause 52.249-10, "Default (Fixed Price Construction)", paragraph b.

We also remind you that in accordance with specification section , paragraph , liquidated damages in the amount of per day for each calendar day of delay will be assessed.

Please give us a plan and updated schedule for completing the contract work within the required contract time. We need this plan and schedule within the next 10 calendar days.

Sincerely,

Supervisory General Engineer

cc: Bonding Company

7/8/2003